

Public Financial Management

Planning and control



Two-week professional development workshop
3 to 14 June 2019
18 to 29 November 2019



BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshop

Throughout the world the public sector is under pressure to deliver better services, often with reduced resources. This creates a need for improved management of scarce resources, including people, assets, money and information. This workshop will review the resource allocation mechanisms and budgetary and financial controls within public sector organisations to ensure that resources are optimally planned, monitored and controlled, consistent with organisational priorities. We will examine the latest developments in financial management practice and the use of technology to improve control and achieve efficiencies. The workshop examines the roles and responsibilities in managing budgets and how these should be enacted and supported.

The workshop will focus on:

- The big picture, managing financial resources – best practice approaches to both revenue and capital and budget setting and a monitoring process that enables timely remedial action when things go wrong
- Using financial management as part of the achievement of an organisation's overall strategy
- The linkages between finance, HR, information and asset management strategies
- The role of the finance function
- Doing the fundamentals well – best practice in fundamental financial processes will be examined, including payments, treasury management, income collection, cashing and payroll
- Managing resources
- International Accounting Standards (IPSAS and IFRS) – these Standards have considerable implications for financial management and for the allocation of resources. Requirements and implications of the Standards will be reviewed and the most effective mechanisms for improving financial management and reporting will be explored
- Successfully applying technology – Integrated Financial Management Information Systems (IFMIS), alongside electronic transactions, have brought step changes in the performance of many organisations. How can technology be harnessed to provide real improvements in financial and resource management?

Who is it for?

The workshop is designed for accountants, policy-makers, financial practitioners and line managers with financial and resource management responsibilities.

How participants will benefit

The workshop will enable you to:

- Implement stable planning for budgeting frameworks to assist financial management, effectiveness and propriety in the public sector
- Understand and fulfil the role of the manager and the accountant in financial management
- Support Management Boards and the political/managerial process more effectively
- Appreciate the corporate governance implications of better management of resources
- Assist in implementing improved medium-term financial planning and budgeting
- Link the role of budgeting to risk management, performance management and resource allocation
- Understand the principles, challenges and benefits of International Accounting Standards
- Understand the requirements of donor organisations.

What the workshop will cover

During the two weeks you will learn about:

- The key elements of good practice in public financial management
- How to make use of Medium-Term Expenditure Frameworks (MTEF)
- How to implement the principles of good corporate governance
- Managing financial risk and performance, tax and revenue
- Implementing effective budget management
- Preparing for external scrutiny and audit
- Understanding treasury management and the critical importance of cash.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements. Workshop notes, presentations and a range of different materials will be provided on a sim enabled Android tablet for you to use during the workshop and for future reference and follow up. You will be invited to give an informal presentation on planning and controlling financial management in your home country.

“The trainers are so lively and demonstrated great command of practical knowledge. The sessions have been interactive par excellence.”

Thomas Ogwel, CPA
Fiscal Analyst, Parliamentary Budget Office
Kenya

Programme outline

Week 1	AM	PM
Day 1	Welcome and introductions Introduction to action planning	Good practice in public financial management: An introduction and overview <ul style="list-style-type: none"> • Policy • Strategy • Tactical • Transactional • The concept of business partnering • Medium Term Expenditure Framework (MTEF) Participants' informal presentations
Day 2	Roles in financial management <ul style="list-style-type: none"> • The role of management • The role of the Accounting Officer • The role of the finance function Organisational rules and regulations <ul style="list-style-type: none"> • Financial regulations and standing orders 	Budgeting and budgetary control <ul style="list-style-type: none"> • Preparing the revenue budget and delivery • Budgeting, monitoring and controls linked to MTEF
Day 3	Capital budgeting and asset management <ul style="list-style-type: none"> • Definition of capital • Capital programming • Investing to save • Protecting the asset base • Effective asset management 	<i>Visit to House of Commons Public Accounts Select Committee</i>
Day 4	Medium term financial planning and programme budgeting <ul style="list-style-type: none"> • Examining financial planning in the longer term • Relating the budgets to wider corporate objectives Linkages to HR, information and asset management strategies	Controlling and managing projects, contract finance and procurement <ul style="list-style-type: none"> • Controlling project finance • Managing contracts • Procurement processes
Day 5	Financial risk management <ul style="list-style-type: none"> • The introduction to risk management • The main areas of financial risk • Identifying and ranking risks Finance risk mitigation	Income strategy and collection <ul style="list-style-type: none"> • Defining income strategies • Setting fees and charges • Taxation Collection and recovery
Week 2	AM	PM
Day 1	Treasury management <ul style="list-style-type: none"> • Concepts and principles • Institutional issues • Government-wide participation • Co-ordination with aid management 	Improving efficiency and value for money <ul style="list-style-type: none"> • Corporate efficiency programmes • Defining and measuring value-for-money • Efficiency techniques Involving the private sector <ul style="list-style-type: none"> • The role of the private sector in delivering public services • Good practice in out-sourcing
Day 2	Internal and external audit <ul style="list-style-type: none"> • The role of auditors • The approaches to internal audit • Risk-based auditing • External audit and the public sector 	<i>Visit to a London local government organisation</i>
Day 3	Scrutiny and expenditure review <ul style="list-style-type: none"> • The role of scrutiny • Public Accounts Committees 	Standards in public life <ul style="list-style-type: none"> • Setting standards • Recent problems in the UK
Day 4	International Accounting Standards: an introduction <ul style="list-style-type: none"> • Developments in financial accounting • Public sector accounting developments • Implications for audits 	Modern financial management and processes <ul style="list-style-type: none"> • The applications of technology • Implications for finance processes and roles
Day 5	Participants' presentations on action plans: an agenda for change	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

Fees

The fee for the workshop will be £3,970. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes an sim enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Workshop Directors

The Workshop Directors will be Ken MacNeill and Jim Brooks.

Ken is a leading expert in public financial management and is a Chartered Institute of Public Finance and Accountancy (CIPFA) accountant with a long track record of successful consultancy assistance to the public sector. He has worked with both local and central government and the health service and has also advised a number of private sector partners of the public sector. His work has included: undertaking efficiency reviews and feasibility studies on shared services; the design and implementation of financial and administrative systems; the procurement of a wide range of blue and white collar services, including strategic partnerships; identifying process improvements resulting in £10 million of cash flow related savings for a public sector organisation. Ken has also worked with central government Ministries in the UK, including the Department for International Development, HM Customs and Excise, Scottish Legal Aid Board, Rate Collection Agency (Northern Ireland), Health and Safety Executive and the Department for Work and Pensions.

Jim is a management and financial consultant. He was previously a Chief Executive Officer for two UK local authorities and before that was the City Treasurer in Manchester. He has worked extensively as a consultant in the public sector. As well as heading up the Treasury Management team, Jim has developed a range of new products aimed at providing additional strategic, financial and managerial support to public sector organisations. He acts as a mentor and coach to a number of Chief Executives and Chief Officers. Jim has also been a project examiner for the CIPFA accounting examinations and served as Chairman of the External Assessors at Liverpool Polytechnic (now John Moores University) for over 10 years. He was Chairman of the Financial Information Service for CIPFA and served on CIPFA's Executive Committee. He is a specialist in governance and decision-making, management structures, strategic planning and corporate management and continues to undertake strategic level financial assignments in the public sector. He is an independent Board Member for the Department of Agriculture, Environment and Rural Affairs. He is also Chairman of the Audit and Risk Committee for the National Assembly of Northern Ireland and sits on the Northern Ireland Assembly Commission.

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

How to apply

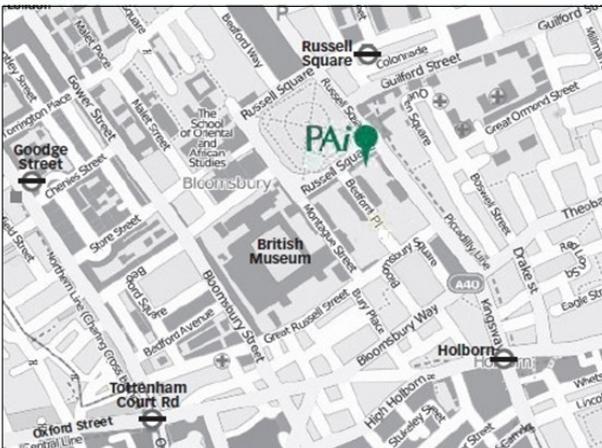
Please complete the PAI application form and post, fax or email it to Amanda Anderson, Programme Manager, at the address on the bottom of the page.

You can also apply online via our website www.public-admin.co.uk

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Where we are



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